

PUBLIC NOTICES

CHATFIELD SCHOOLS

2020-2021

WWW.CHATFIELDSCHOOLS.COM

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- 1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working).
- 2) has a record of such an impairment; or
- 3) is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Chatfield School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

For a copy of the Complaint Procedure and/or Notice of Procedural Safeguards please visit our webpage: www.chatfieldschools.com or contact one of the following persons:

Luann Klevan, Section 504 Coordinator

lklevan@chatfieldschools.com

507-867-4210 x5022

Shane McBroom, Elementary Principal

smcbroom@chatfieldschools.com

507-867-4521 x4012

Randy Paulson, High School Principal

rpaulson@chatfieldschools.com

507-867-4210 x5053

Ed Harris, Superintendent of Schools

eharris@chatfieldschools.com

507-867-4210 x5011

VOCATIONAL OPPORTUNITIES



The Chatfield Public Schools at Chatfield High School offers a variety of vocational opportunities through the Agricultural & Horticulture Education, Business Education, Industrial Technology and Family & Consumer Science Departments.

This notice is to inform students, employees, and the public that these opportunities are offered regardless of race, color, national origin sex or disability.

Admission in the specific courses is determined by grade level, and in some cases completion of prerequisite courses.

The Chatfield Public Schools has designated the following individuals to coordinate compliance with the federal laws Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972.

Employment & Services Criminal History Background Checks

Notice to Parents and Guardians

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school

district also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.



All District Policies
& Public Notices
can be viewed on
our website or in
the district office

www.chatfieldschools.com

205 NE Union Street
Chatfield MN 55923
507-867-3240

Minnesota Statute requires we provide annual notification to parents, staff & students of Chatfield Public Schools of the topics in this publication. If you have any questions or concerns, please contact Superintendent Ed Harris at eharris@chatfieldschools.com or 507-867-3240

UNLAWFUL RACE, SEX, OR DISABILITY DISCRIMINATION

COMPLAINT PROCEDURE

Chatfield Public Schools prohibits discrimination on the basis of race, sex or disability. If any person believes Chatfield Public Schools or any of the District's staff have violated any principles and/or regulations, they may bring forward a complaint in accordance with the following procedure. The procedure does not preclude informal solutions or restrict the right of the complainant to file formal complaints with the state and federal agencies or to seek private counsel for complaints alleging discrimination at any time.

If discrimination is determined to have occurred, the District will take prompt action to correct any effects of the discrimination and to prevent further occurrences.

COMPLAINT PROCEDURE:

Step One: The complainant must submit a signed, written Statement of Complaint or a verbal complaint to the Human Rights Officer. The Statement of Complaint must fully set out the

circumstances giving rise to the alleged complaint and include a statement of the relief sought by the complainant. The Statement of Complaint shall be filed within thirty (30) calendar days of the alleged violation. A Statement of Complaint filed beyond thirty (30) calendar days of the alleged violation may not be considered.

Step Two: The Human Rights Officer will conduct an investigation of the allegations(s). The parent, student, employee or third party against whom the complaint is alleged will be given fair opportunity to present evidence, including witnesses, relevant to the issues raised in the complaint. The investigation will be completed and a written report of findings and recommendations shall be given to the complainant within thirty (30) calendar days of receipt of the Statement of Complaint. If the Human Rights Officer is the subject of the written complaint, the Superintendent will appoint an impartial investigator who will conduct the investigation.

Step Three: If the complaint is not satisfactorily resolved following Step Two, an appeal may be made in writing to the Superintendent of Schools within five (5) calendar days after the receipt of the written findings

and recommendations. The Superintendent will review the written findings and recommendations in light of the issues raised by the complainant, and provide the complainant a written decision within ten (10) working days following receipt of the appeal.

If the complaint is not satisfactorily resolved following Step Three, further appeal may be made to the Minnesota Department of Education/Commissioner/1500 Highway 36 West/Roseville MN 55113-4266/Phone: 651-582-8200/Email: mde.commissioner@state.mn.us/Web site: <http://education.state.mn.us/mde/index.html>.

HUMAN RIGHTS OFFICER:

Ed Harris, Superintendent
Chatfield Public Schools
205 NE Union Street/Chatfield
MN 55923
Phone: 507-867-3240 x5011
Email: eharris@chatfieldschools.com

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA")

The Family Educational Rights and Privacy Act (FERPA) provide rights related to educational records to parents of students currently in attendance and to 18-year-old students currently in attendance. This Act gives the parent, guardian, or 18-year-old student the right to: 1) inspect and review the student's educational records; 2) make copies of these records; 3) ask for an explanation or interpretation of any item in the records; 4) consent to the disclosure of personally identifiable information in the student's records that is not otherwise authorized to be disclosed without consent; 5) ask for an amendment to any record on the grounds that it is inaccurate, misleading or violates the student's privacy rights; 6) a hearing on the issue if the school refuses to make the amendment; and 7) file a complaint with the U.S. Department of Education under 34 C.F.R. §§ 99.63 and 99.64 concerning alleged failures by the school district to comply with the federal data privacy requirements.

Please see District Policy No. 515, available on the District website or through the District office, for further information.

The District may disclose private educational data on students to school officials who have a legitimate educational interest in the information without obtaining the student's or the parent's consent. The District, without consent, may disclose a student's educational records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.

REQUEST TO DENY PUBLIC ACCESS TO DIRECTORY INFORMATION

Under FERPA, a parent/guardian of a student attending the school district or an 18-year-old student attending the district may restrict the release of student data by completing a form on an annual basis. The form is available from the Building Principal or the District Office.

A. STUDENT DATA/DIRECTORY INFORMATION:

Pursuant to the Family Educational Rights and Privacy Act and Minnesota Statutes section 13.32, Independent School District 227, Chatfield, designates the following as "directory information", which shall be classified as public information:

- Name of Student
- Address
- Telephone Listing
- Email Address
- Photographs and Videos
- Date and Place of Birth
- Field of Study
- Dates of Attendance
- Grade Level
- Enrollment Status
- Participation in School Activities and Sports
- Weight and Height of Members of Athletic Teams
- Degrees, Honors and Awards Received
- Other Schools or Institutions Attended
- Parent/Legal Guardian Name, Address and Telephone Number(s)

Directory information regarding students may be posted on the District's social media site(s), published in the yearbook, newsletters, published in the newspaper or otherwise made available to the public.

PUBLICATIONS: If you wish to restrict the release of any of the above student data, you may restrict

the publication by completing a form on an annual basis. Upon objection, such data will not be released for any purpose including, but not limited to the following, except as permitted by law:

- Requests from post-secondary institutions including scholarship mailings
- Mailing list requests from PTSAs
- Sporting programs/newsletters
- School newsletters and related publications, including, but not limited to:
 - Honor and merit rolls list
 - School newspaper articles
 - Specials awards
 - Yearbook (inclusion in)
 - Graduate list
 - Web page publishing

Please be advised that despite a request to restrict the release of Directory information educational data may still be released pursuant to other provisions of state and federal law or pursuant to a court order or subpoena. Please see District Policy No. 515 for further information.

B. ARMED SERVICES – GRADES 11 AND 12 ONLY: The Minnesota Legislature has amended the Data Practices Act, M.S. 13.32, Subd. 5a, stating that schools must now release to military recruiting officers the names, addresses and home telephone numbers of students in grades 11 and 12, UNLESS the parent/guardian or student has specifically stated that the information must be withheld. The School District has created a form specifying what directory information can be withheld is available from the Building Principal or the District Office.

LEAD-IN WATER ANNUAL NOTIFICATION

Minnesota Statute 121A.335 requires public school buildings serving kindergarten through grade 12 to test for lead in water every 5 years. This statute also requires school districts to make the results of the testing available to the public for review and to notify parents of the availability of the information. Notification may be accomplished by publishing a statement in the “Back to School” newsletter or publication that is available to staff, student, parents and the public.

Chatfield Public Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a lead in water management plan and testing program that complies with Minnesota Statute 121A.335, as well as recommendations from the Environmental Protection Agency’s (EPA’s) Lead Contamination Control Act (LCCA) of 1988 and the Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE).

AHERA ANNUAL ASBESTOS NOTICE

During the past school year and continuing into the 2020-2021 school year, the following asbestos management plan activities have been or are currently being completed. These activities are pursuant to the Environmental Protection Agency 40 CFR Part 763- “Asbestos Containing Materials in Schools; Final Rule and Notice.”

- Two (2) Semi-Annual Periodic Surveillance Inspections
- Removal of asbestos due to renovation project.
- Notification of Asbestos Locations for Short-Term Workers (Electricians, Plumbers, etc.)
- Training of District Personnel

All asbestos work was completed by a licensed asbestos inspector. Chatfield Public Schools has contracted with the Institute for Environmental Assessment to provide environmental consulting services.

The complete updated Asbestos Management Plan for the Chatfield Public Schools can be found in the District office. The Management Plan can be viewed, without cost or restriction, during normal working hours. Copies can be obtained for a fee of \$.10 per page.

PESTICIDE NOTICE

Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide application on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law (M.S.121A.30, Subd.9). To be notified of information pertaining to pesticide applications or any other questions regarding the District’s pest management practices may be directed to Ed Harris, Superintendent of Chatfield Public Schools, at 507-867-3240.

An estimated schedule for pesticide applications is available for review or copying at the Chatfield District office.

INDOOR AIR QUALITY ANNUAL NOTICE

Chatfield Public Schools has developed an indoor air quality management plan for the District that is in compliance with the Minnesota Department of Health and MN Department of Education. The plan addresses policies and procedures used in the district to address indoor air quality issues. The District Health and Safety Committee chaired by Ed Harris, Superintendent (507-867-3240) and the Institute for Environmental Assessment, the district’s health and safety consultant, review the plan annually. If you have any questions concerning indoor air quality or would like to use the EPA’s Tools for Schools checklists, please contact the school.

HOMELESS STUDENTS: ENROLLMENT RIGHTS & SERVICES

A. ENROLLMENT:

1. The district will consider the best interest of the child in enrollment decisions
2. The district shall not deny or delay enrollment of homeless students
3. The district's need for student contact information shall not be in a form or manner that constructs a barrier for homeless students. For example, homeless students may not be excluded for failure to have a mailing address or emergency contact information
4. The district's liaison shall
 - a. Ensure that public notice is disseminated where homeless children receive services
 - b. Shall assure that students are identified by school personnel, enrolled in school and have a full and equal opportunity to succeed; and
 - c. Shall inform parents and guardians of educational and related activities and inform parents of transportation services

B. DEFINITIONS:

1. Homeless Children and Youth: means individuals who lack a fixed, regular, and adequate nighttime residence. This includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason, living in motels, parks, or campgrounds; or children or youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; or children or youth living in cars, abandoned buildings or substandard housing or similar situations; or migratory children because they are living in circumstances like those described above.
2. Unaccompanied Youth: means a youth not in the physical custody of a parent or guardian. Youth living on their own in any homeless situations described in the McKinney-Vento Homeless Education Act.

C. DISPUTE RESOLUTION PROCEDURE

The District shall ensure that the child/youth attends the school in which they sought enrollment while the dispute process is being carried out.

1. **Notification of Appeal Process:** If the district seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, the school district shall inform the parent or the unaccompanied youth of the right to appeal. The district shall provide the parent or unaccompanied youth with written notice including:
 - a. An explanation of the child's placement & contact information for the district and the Office of the Superintendent homeless liaison, including their roles
 - b. Notification of the parent's right to appeal(s)
 - c. Notification of the right to enroll in the school of choice pending resolution of the dispute
 - d. A description of the dispute resolution process including a petition form that can be returned to the school to initiate the process and timelines
 - e. A summary of the federal legislation governing placement of homeless students (McKinney-Vento Act) Page 13 of 141
2. **Appeal to the School District Liaison – Level I:** If the parent or unaccompanied youth disagrees with the district's placement decision, they may appeal by filing a written request for dispute resolution with the school, the district's homeless liaison or a designee. If submitted to the school, it will be immediately forwarded to the homeless liaison. The request for dispute resolution must be submitted within fifteen business days of receiving notification of the district's placement.

The liaison must log the complaint including a brief description of the situation and reason for the dispute and the date & time of the complaint was filed.

- a. A copy of the complaint must be forwarded to the liaison's supervisor and the superintendent
 - b. Within five business days of the receiving the complaint, the liaison must provide the parent or unaccompanied youth with a written decision and notification of the parent's right to appeal
 - c. The district will verify receipt of the Level I decision
 - d. If the parent or unaccompanied youth wishes to appeal, notification must be provided to the district liaison within ten business days of receipt of the Level I decision. The liaison shall provide the parent with an appeals package containing:
 1. The complaint filed with the district liaison at Level I
 2. The decision rendered at Level I; and
 3. Additional information provided by the parent, unaccompanied youth and/or homeless liaison
- 3. Appeal to the School Superintendent – Level II:** The parent or unaccompanied youth may appeal the district liaison's decision to the superintendent or the superintendent's designee using the appeals package provided at Level I.
- a. The superintendent will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package
 - b. Within five business days of the conference with the parent or unaccompanied youth the superintendent will provide that individual with a written decision with supporting evidence and notification of their right to appeal to the Office of the Superintendent
 - c. The district will verify receipt of the Level II decision
 - d. A copy of the superintendent's decision will be forwarded to the district's homeless liaison
 - e. If the parent or unaccompanied youth wished to appeal to the Office of the Superintendent, notification must be provided to the district homeless liaison within ten business days of receipt of the Level II decision
- 4. Appeal to the Office of the Superintendent of Public Instruction – Level III:**
- a. The district superintendent shall forward a copy of the Level II decision and all written documentations to the Office of the Superintendent homeless liaison within five days of rendering a decision. The district will submit the entire package to the office of the Office of the Superintendent in one complete package by US Mail
 - b. The Office of the Superintendent's homeless education coordinator or designee, along with the appropriate agency director, and/or agency assistant superintendent shall make a final decision within fifteen business days of receiving the appeal
 - c. The Office of the Superintendent's decision will be forwarded to the district's homeless liaison. The liaison will distribute the decision to the parent or unaccompanied youth and the local superintendent
 - d. The Office of the Superintendent's decision will be the final resolution for placement of a homeless child or youth in the district
 - e. The district will retain the record of all disputes, at each level, related to the placement of homeless children

D. INTER-DISTRICT DISPUTES

If districts are unable to resolve a dispute regarding the placement of a homeless student, either district may submit a written request to the Office of the Superintendent seeking resolution.

The Office of the Superintendent will resolve the dispute within 10 business days of notification of the dispute and inform all interested parties of the decision.